**Intern Onboarding CHECKLIST**

**Documents (Important documents that can be provided early via RMS)**

|  |  |
| --- | --- |
|  | ERAS Application |
|  | Contract |
|  | Diploma (Copy) |
|  | Immunizations |
|  | ECFMG |
|  | Basic Info needed for ACGME, AAFP, or ABFM registration i.e.. Name, SS#, email address, School, Grad year etc. |
|  | Demographics- Normally can be found on ERAS Application |
|  | Contact information |

**Links (Anything that can be done before orientation)**

|  |  |
| --- | --- |
|  | Resident Management Software |
|  | NPI |
|  | Medicaid |
|  | Training License (If applicable) |
|  | Adobe Reader |
|  | Any trainings that can be don online |
|  | Set up EMR access |

**Hospital**

|  |  |
| --- | --- |
|  | Who needs what??? You will have to provide the hospital with information for the Documents list. |
|  | Get Badges |
|  | Set up Hospital Number |
|  | Set up EMR Training |
|  | Set Up meal plans |
|  | Parking |
|  |  |